

Subject: Fwd: New Bank Account
From: Donald Duckworth <duckworth.donald@gmail.com>
Date: 06/27/2016 04:02 PM
To: "Robert E. Smith" <resmith@earthlink.net>
CC: Miki Payne2 <miki@hbdrollinger.com>
BCC: Donald R Duckworth <duckworth.donald@gmail.com>

Good Afternoon Bob...

We have set up a new 501c3 non-profit corporation to "house" the new Sunday Westchester Farmers' Market. Attached are the Articles of Incorporation and a letter from the IRS assigning an FEIN.

The BID will be doing the bookkeeping on this project, which means we are requesting you to do it. We'll need a separate SWFM Band Account. Is it possible to get this completed by the end of the week?

I'll get an updated budget to you as soon as I can so that you'll have an idea of what we anticipate for this project.

Please let me know your thoughts. Thank you.

----- Forwarded message -----

From: **Cynthia Rogers** <westchester.cfm@gmail.com>
Date: Fri, Jun 24, 2016 at 11:29 AM
Subject: New Bank Account
To: Donald Duckworth <duckworth.donald@gmail.com>
Cc: Les Watt <les@blacktievalet.com>, Miki Payne <Miki@hbdrollinger.com>

Hi Don,

One last email for today, promise :)

I'm in the middle of the process to get the market set for EBT which is required for the street services to sign off and issue the market's street permit.

All up, I'm in touch with the various departments to make this happen as quickly as possible but ideally, if you can - we will need the new bank account numbers by the end of next week to include in the secondary application with the state. Once the bank account is set up, just need the account information including the routing number to include in the final step of the EBT/USDA application process.

Further details as to what EBT is and how it plays an integral part in getting our permit and for the market listed below.

Thanks as to all,

Here anytime,

Best,

Cynthia

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- EBT - is an on-site foot stamp program - with farmers' markets partnering with the state to help families/individuals in need.
- At the farmers' market, we are issued a POS device that allows us to slide the recipient's benefit card for money that the state deposits directly into our farmers' market account to which we issue farmers' market wooden tokens (recipient's then use the tokens to purchase goods at the market) to which we reimburse the farmer/vendor at the end of the market (essentially credit back to them).
- All this is thoroughly tracked at the point of sale/distribution of coins and at the end of the market day as well as secondarily tracked/accounted for matching my records with the market's accountant/bank records.
- All up, while it's required now (just became mandated a couple weeks ago) ---it's a great program that has helped Wednesday's bottom line and will sure to be a great addition to Sundays. Ideally, if there is a strong following we may get additional programming resources to create a market match program which has been a huge success at other farmers' market being a significant draw. More on that later but first we just need to get approved for EBT and get our street permit :)

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Cynthia Rogers
Westchester Farmers' Market
Operations & Market Management
[\(310\) 936-9060](tel:3109369060)

— Attachments: —

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| 1 Articles of Incorporation Stamped 160608.pdf | 78.3 KB |
| 1 FEIN Number Ltr 160621.pdf | 95.3 KB |